

**Pre-Bid Conference
Meeting Notes
Finley Point State Park
Campground Improvements
FWP #7096123**

May 25, 2017
10:00 AM
Finley Point State Park
Near Polson, Montana

1. **Bid Opening: Date/time:** June 9, 2017 at 3:00 pm
Location: Design and Construction Office, 1522 9th Ave, Helena, MT
2. **Mail bid to:** Montana Fish, Wildlife and Parks Design and Construction
1522 9th Avenue, PO Box 200701, Helena, MT 59620-0701
3. **Montana Gov Delivery:** Sign up on our **Upcoming Bid Openings Page** to receive all changes to our web site page. Receive e-mail notification of new projects, addendums, and pre-bid sign in sheets posted to our web site. (Sign up under **Design & Construction**, if you sign up under Fish Wildlife & Parks it will give you everything happening in all of Montana Fish Wildlife & Parks). Project can be found on:
<http://fwp.mt.gov/doingBusiness/DesignAndConstruction/upcomingBidOpenings.html>
4. **Contractor Registration**
 - a. Where to apply - Department of Labor and Industry
 - b. Not required to bid **BUT** must have to make contract with Department
5. **Bid Package Submittal**
 - a. Sealed envelope with address and project information
 - b. Bid Proposal
 - c. Bid Security
 - d. Modification or Withdrawal of Bids by fax until deadline – follow specific instructions
 - e. Mail Delivery Warning
6. **Federal Debarment Form**
 - a. NOT required for this project
7. **Bid bond - 10% of total bid**
 - a. Not a personal check. Acceptable forms of security include bid bonds, cashier's check, certified check, or bank money order payable to the State of Montana,
8. **Performance Bond, Labor and Materials Bond - 100% of bid.**
9. **Insurance - type of limits and coverage**
 - a. \$1,000,000/ occurrence; \$2,000,000 aggregate
 - b. Must cover vehicles used by company
 - c. State of Montana **MUST** be identified as an **ADDITIONAL INSURED**
10. **Review proposal items**
 - a. Base Bid – Upper and Lower Campground Improvements, new host sites (Schedules A-D)
 - b. Additive Alternate – Cabins, associated electrical and trails as specified on Sheet 2.0
 - c. Method of Award - Lowest Bidder per Section 8.3 of Instructions to Bidders
11. **Fish, Wildlife and Parks supplied materials**
 - a. Latrines
 - b. Sign panels
 - c. Fire rings and tables

12. **Project Schedule**
 - a. Duration of Project: 140 calendar days
 - b. Lower Campground and cabin area work to start in September after park closes.
 - c. Proposed Start: mid-July.
 - d. Liquidated Damages - \$1,000 per calendar day
13. **Interpretations and Substitution Requests**
 - a. Interpretations and/or substitution requests due in writing, 10 calendar days before the bid opening – Tuesday May 30th
14. **Addenda**
 - a. Final addenda will be posted no later than 5 business days in advance of bid opening – Friday June 2.
 - d. Sign up on Design and Construction website to receive notifications
15. **Montana Prevailing Wage Rates** – Required
16. **One Year Warranty**
17. **Payment**
 - a. Frequency (30 Days typical, not more often)
 - b. Withholding (5% until contract is finalized and closed out)
 - c. Final (Upon completion of all Punch List Items and Contract Close Out Paperwork)
18. **Drawings**
 - a. Complete As-Builts (considered as part of Contract Close Out Documents)
19. **Supervision**
 - a. Contractor will have qualified supervisor on-site during construction.
20. **Site Responsibilities**
 - a. Staking – Consultant will provide initial staking
 - b. Maintain Construction limits
 - c. Staging Areas – within park area(s), security is contractor's responsibility
 - d. Sanitary & trash facilities are to be provided and maintained by contractor.
 - e. Environment - stormwater permit, BMPs, equipment cleaning by contractor.
 - Owner has: approach permit for access road; and permits for latrines
 - Contractor to obtain other permit(s), building permits for structures, electrical permits.
 - f. Tribal Cultural representative requests site visits during excavation
21. **Contractor Questions and Answers**
22. **Site Walk Through**

Pre-bid Conference

PROJECT NAME: Finley Point State Park – Campground Improvements

PROJECT NUMBER: 7096123

PROBLEMS SURFACED OR ACTION NEEDED:

1. **Tree removal is currently in progress for the upper loop road and camp sites. Slash piles will be removed by the logging contractor. Contractor for the Finley Point State Park Campground Improvements contract will be responsible for removing tree stumps per the contract.**
2. **Contractors are to contact the CS&KT Indian Preference Office directly with questions regarding employment preference requirements for this project.**
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